

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 15, 2014
1:00 p.m.**

- | | | |
|-----------|---|------------------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from November 20, 2013 | Perrone |
| 3. | 2014 Proposed Internal Audit Plan | Marasco |
| 4. | Presentation of Internal Audit | Marasco |
| 5. | Financials at November 30, 2013 | Franklin |
| 6. | Budget to Actual at November 30, 2013 | Franklin |
| 7. | Ethics Hotline Report | Granville |
| 8. | Other Business | Perrone |

Next meeting is March 26, 2014 @ 11:00 a.m.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
January 15, 2014

Present:

John Perrone Jr.
Hank Stuart
Hon. Anthony Daniele

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Brett Granville	Assistant Secretary
James Marasco	StoneBridge Business Partners
Tom Niles	StoneBridge Business Partners
Jennifer Hanrahan	

Meeting was called to order by Chairman Perrone at 12:58 pm.

Approval of the Minutes from November 20, 2013

A motion was made to approve by Member Stuart and seconded by Member Daniele. The motion passed unanimously 3-0.

2014 Proposed Internal Audit Plan by Stonebridge Business Partners

Mr. James Marasco presented the 2014 Internal Audit plan. The audit plan is a three phase approach and focuses on the contracts with the Authority. The scope of the internal audit is to identify areas of exposure and report the findings back to the members of the audit committee. Mr. Tom Niles added that the 2014 proposed Audit plan addresses contracts that in sum total approximately 25% of total revenue to the Authority and include four (4) vendors that have not been audited in prior years.

Internal Audit Report

Mr. Marasco stated that the Subway internal audit is still being reviewed and planned to be presented at the next Audit committee meeting in March.

Financial Reporting

Treasurer Bob Franklin presented the financials at November 30, 2013 and the budget to actual at November 30, 2013. The balance sheet indicated no significant changes from the beginning of the year. The trustee controlled accounts on the mid-January balance sheet relate to current liabilities of bonds payable.

Statement of Revenues & Expenses :

Treasurer Franklin stated that landing fees, non-signatory fees and enplanements are slightly down through Nov. 30th. Treasurer Franklin further explained that a year to year comparison is difficult because Fed Ex is now a signatory carrier. Revenue from car rental operations is up as compared to last year at this time. Conversation ensued regarding projects that require local share and resubmitting those projects at a later time for possible grant funding.

Treasurer Franklin reported the budget to actual as of November 30 as 88.5% committed.

Ethics Hotline Report

Assistant Secretary Brett Granville reported that no new calls came into the Ethics Hotline for the reporting period of November and December 2013.

Other Business

No other business presented.

Meeting was adjourned @ 1:38 PM

The next Audit Committee Meeting is March 26, 2014.

Respectfully Submitted, .

A handwritten signature in dark ink, appearing to read "Brett Granville", written in a cursive style.

Brett Granville

Assistant Secretary

Dated: 1-30-14

**Agenda
Monroe County Airport Authority
Regular Meeting
January 15, 2014
12:00 p.m.**

- | | |
|--|------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from November 20, 2013 | Vazzana |
| 4. Treasurer's Report | Franklin |
| 5. Appointment of Committee Member to the Monroe County Airport Authority Board | Vazzana |
| 6. Appointment of Maryanne Fedison as Assistant Treasurer | Vazzana |
| 7. Authorize a contract with Ailevon Air Service Consulting to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 8. Governance Committee Membership | Giardino |
| 9. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority | Granville |
| 10. Traffic Report | Haas |
| 11. Director's Report | Giardino |
| 12. Other Business | Vazzana |

Next meeting is March 26, 2014 @ 12 noon

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 15, 2014**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaley
Susan Keith
Hank Stuart
John J. Perrone, Jr.

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary
Maryanne Fedison	
Andrew Moore	
Jennifer Hanrahan	
David Haas	

Meeting was called to order by the Chairman @ 12:01 p.m.

Approval of the Minutes from November 20, 2013

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Vice-Chairman Flynn. The motion passed unanimously 7-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for November and December 2013 for credit card usage by the Director had on it four (4) charges and one (1) credit for the reporting period. Six (6) items on the card were fraudulent charges. M&T Bank credited the fraudulent charges and reissued new cards. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card report was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Treasurer Franklin reported the travel and business expense statement for the period after November 2013. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the report on travel and business expenses was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 7-0.

Appointment of Committee Member to the Monroe County Airport Authority Board

Administrative Director Giardino stated that per the by-laws of the Authority, the Audit Committee requires a three member body and currently has a vacancy. Chairman Vazzana made a recommendation to the board to appoint Hon. Anthony Daniele to the Audit Committee. A motion to approve was moved by Member Flynn and seconded by Member Perrone. The motion passed unanimously 7-0.

Appointment of Maryanne Fedison as Assistant Treasurer

Chairman Vazzana made a recommendation to appoint the airport's new Aviation Finance Coordinator, Maryanne Fedison to Assistant Treasurer of the Authority. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize a contract with Allevon Air Service Consulting to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the previous air service consultant accepted a full – time position with another airport. Therefore the Airport went through the procurement process to select a new air service consultant and Allevon Air Service Consulting was selected. Administrative Director Giardino stated that air service consulting is instrumental in attracting new service. Conversation ensued regarding how many proposals were received and regarding this being a national search. A motion to approve with amendment was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 7-0.

Governance Committee Membership

Administrative Director Giardino stated that the by-laws for the Authority state that the Governance Committee shall have three (3) members. In the past, the committee has been comprised of four (4) members. Currently the committee does have three (3) members and will meet prior to the Annual Meeting. Conversation ensued regarding maintaining a four (4) member governance committee. Chairman Vazzana made a recommendation to the board to appoint Hon. Cynthia Kaleh to the Governance Committee. A motion to approve was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 7-0.

Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority

Assistant Secretary Granville reported that all members and officers of the Authority are required to complete an annual statement of financial disclosure for themselves and their significant other/spouse for the year 2013. Mr. Granville handed out the statements along with self-addressed stamped envelopes to be returned to Mr. Granville's attention no later than April 1, 2014.

Traffic Report

Mr. Dave Haas reported the airline traffic and operations data through November 2013. November enplanements were approximately a 7% decrease from November 2012. The decrease could be attributable to: less passengers traveling for the Thanksgiving Holiday; less flights offered by the carriers; and inclement winter weather affecting major northeastern hubs leading to cancellations. Enplanements year-to-date through November 2013 were approximately a 0.2% decrease from the same eleven (11) month period for 2012. All thruway airports experienced enplanement decreases in November: Buffalo decreased approximately 7.8%; Syracuse decreased approximately 3%; and Albany decreased approximately 10%.

Mr. Haas reported that passenger load factors through November 2013 averaged 81.2% as compared to the 2012 average of 76.5%. Since the beginning of 2013, monthly available seats on departing flights are lower than last year, due to shifts in aircraft operations and service changes. Landed weights show a 5.5% decrease from 2012 and scheduled departing flights are down approximately 5%.

Director's Report

Director of Aviation Michael Giardino reported to the board that due to funding shifts, the Transportation Security Administration (TSA) nationwide has decided to maintain staffing exit lanes. Therefore, the center exit at ROC will remain open and staffed. Director Giardino reported that a loaded weapon was found on a passenger at ROC on January 11, 2014 by local law enforcement and TSA. Director Giardino reported that in preparation for the August Airshow, United States Air Force Thunderbird #8 will be in ROC on February 3, 2014 for a site visit. Conversation ensued with regards to the event being the same weekend as the PGA and optimism expressed that both events will be able to coexist that weekend. Director Giardino continued that new board member orientation is being held on February 11, 2014 at 10:00 am for Members Kaleh and Daniele. Director Giardino stated that community outreach on behalf of ROC continues and that a press event will be held announcing a new outreach initiative partnered with the Arc of Monroe and TSA. Board members are invited to attend these events and notifications will be sent out. Also planned for 2014 are four (4) Honor Flight events.

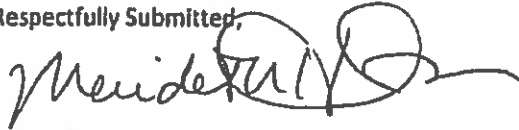
Director Giardino reported that inclement winter weather lead to many cancellations and delays but ROC remained open and served as a diversion reliever for flights unable to reach their destinations. Director Giardino concluded his remarks stating that he is going to be a guest speaker at the upcoming Southeast Chapter of the American Association of Airport Executives (AAAE) conference at the end of January and that the New York Aviation Management Association (NYAMA) Advocacy day is being held in Albany in March.

Other Business

No other business presented.

Meeting was adjourned @ 12:37 PM
The next Board Meeting is March 26, 2014.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Merideth H. Smith", with a large, stylized circular flourish at the end.

Merideth H. Smith, Esq.

Secretary

Dated: 3/4/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2014

**APPOINTMENT OF COMMITTEE MEMBERS TO THE MONROE COUNTY
AIRPORT AUTHORITY BOARD**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appoints Members to the Audit
Committees as follows:

Audit Committee

Hon. Anthony Daniele

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 15, 2014

Vote: 7-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 15, 2014.

Dated:

Merideth Smith 1/23/14
Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2014

APPOINTMENT OF MARYANNE FEDISON AS ASSISTANT TREASURER

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That Maryanne Fedison shall act as Assistant Treasurer effective January 15, 2014 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 15, 2014

Vote: 7-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 15, 2014.

Dated:

 1/23/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 of 2014

**AUTHORIZING A CONTRACT WITH AILEVON AIR SERVICE CONSULTING TO PROVIDE
CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Ailevon Air Service Consulting, to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The services to be provided include but are not limited to the development of new or expanded air service with existing carriers and attracting new air service providers to the Greater Rochester International Airport. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$25,000.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Ailevon Air Service Consulting, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 15, 2014

Vote: 7-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 15, 2014.

Dated:

 1/23/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2014

**APPOINTMENT OF COMMITTEE MEMBERS TO THE MONROE COUNTY
AIRPORT AUTHORITY BOARD**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appoints Members to the
Governance Committees as follows:

Governance Committee

Hon. Cynthia Kaleh

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 15, 2014

Vote: 7-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 15, 2014.

Dated:

 1/23/14

Merideth Smith, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 26, 2014
11:00 a.m.

- | | | |
|----|--|---------------|
| 1. | Roll Call | Stuart |
| 2. | Approval of Minutes from January 15, 2014 | Stuart |
| 3. | Bonadio: Presentation of the 2013 Audit | Pink\Sheppard |
| 4. | Presentation of Internal Audit | Marasco |
| 5. | Annual Reporting and Resolution | Fedison |
| | <ul style="list-style-type: none">▪ Annual Public Authorities Report▪ Public Authorities Reporting Information System (PARIS) Report▪ Policy Review and Update | |
| 6. | Directors Litigation Update | Giardino |
| 7. | Ethics Hotline Report | Granville |
| 8. | Other Business | Stuart |

Next meeting is May __, 2014

Agenda
Monroe County Airport Authority
Governance Committee Meeting
March 26, 2014
11:30 a.m.

- | | | |
|----|---|-----------|
| 1. | Roll Call | Flynn |
| 2. | Approval of Minutes from March 27, 2013 Governance Committee Meeting | Flynn |
| 3. | Annual Review of Mission Statement and Performance Goals & Measures | Flynn |
| 4. | Annual Review of Confidential Evaluation of Board Performance - Summary Results | Granville |
| 5. | Authorities Budget Office Policy Guidance Update | Granville |
| 6. | Ethics Hotline Report | Granville |
| 7. | Other Business | Flynn |
| 8. | Adjournment | Flynn |

Next Meeting is scheduled for March 25, 2015

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
March 26, 2014**

Present:

Hank Stuart
Hon. Anthony Daniele

Excused Absence:

John J. Perrone Jr.

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary
Randy Sheppard	Bonadio Group
James Marasco	StoneBridge Business Partners
Tom Niles	StoneBridge Business Partners

Meeting was called to order by Member Stuart at 11:05 am.

Approval of the Minutes from January 15, 2014

A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 2-0.

Bonadio: Presentation of the 2013 Audit

Mr. Sheppard presented the 2013 Audit. It was reported that no new accounting policies were adopted and the application of existing policies was not changed during 2013. All significant transactions have been recognized in the financial statements in the proper period. There were no particular sensitive estimates for 2013. There were no particular sensitive disclosures for 2013. The financial statement disclosures are neutral, consistent, and clear. Mr. Sheppard then presented the independent auditor's draft report. The opinion was unmodified and the financial statements were presented fairly, in all material respects. The opinion represents the highest level of assurance that can be given. Mr. Sheppard then presented the draft report on internal control over financial reporting and compliance. No deficiencies in internal control were identified. The draft report concluded with a review of the Authority's compliance with the investment and trust indenture policies. Nothing came to the attention of the auditors.

Internal Audit Report

Mr. Marasco and Mr. Niles reported internal audit on Subway as a concessionaire to the Authority. Based on the results of the audit, Subway appears to be reporting all sales and remitting all concession fees in accord with their Agreement with the Authority. The auditors presented no additional recommendations.

Annual Reporting and Resolution

Assistant Treasurer Fedison presented the Annual Report, the Public Authorities Reporting Information System (PARIS) Report and the Policy Review/Update. Assistant Treasurer Fedison stated that the Authority Budget Office requires the Authority to post the reports online. The PARIS report is online at the New York State Authority Budget Office as required. Once the Authority passes the draft report and the Bonadio Group provides it

in final form, it will be posted on the County's website. This is required to be posted within ninety days after the close of the fiscal year.

Directors Litigation Update

Administrative Director Giardino stated that there is no change in the litigation report.

Ethics Hotline Report

Assistant Secretary Granville reported that no new calls came into the Ethics Hotline for the reporting period of January and February 2014.

Other Business

No other business presented.

Meeting was adjourned @ 11:33 AM

The next Audit Committee Meeting is June, 2014.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brett Granville".

Brett C. Granville, Esq.

Assistant Secretary

Dated: 4-9-14

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 26, 2014**

Present:

R. Thomas Flynn, Chairman
James G. Vazzana, Esq.
Susan Keith
Hon. Cynthia Kaleh

Others Present:

Hon. Anthony Daniele	
Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman at 11:35 am.

Approval of the Minutes from March 27, 2013 Governance Committee Meeting

A motion was made to approve by Member Vazzana and seconded by Member Kaleh. The motion passed 4-0.

Annual Review of Mission Statement and Performance Goals & Measures

Chairman Flynn conducted the annual review of the mission statement and performance goals and measures with the committee. Chairman Flynn stated that each member has a report on those, it appears that the authority has met all of the goals, a standard we would expect, offered suggestions from any members, none made. A motion was made to approve by Member Keith and seconded by Member Vazzana. The motion passed 4-0.

Annual Review of Confidential Evaluation of Board Performance – Summary Results

Assistant Secretary Granville presented the annual review of confidential evaluation of board performance summary results. This is a numerical summary of how the Board performs. A motion was made to approve by Member Keith and seconded by Member Vazzana. The motion passed 4-0.

Authorities Budget Office Policy Guideline Update

Assistant Secretary Granville presented Policy No. 14-01 issued from the Authorities Budget Office on January 28, 2014. The policy references Section 2897(6)(d) of the Public Authorities Law and requires the Authority to submit a written explanation of the circumstances involving the disposal of property through a negotiated transaction.

Ethics Hotline Report

Assistant Secretary Brett Granville reported that there were no calls to the Ethics hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:50 AM

The next Governance Committee Meeting is March 25, 2015.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brett C. Granville". The signature is fluid and cursive, with the first name "Brett" and last name "Granville" clearly distinguishable.

Brett C. Granville, Esq.

Assistant Secretary

Dated: 4-9-14

**Agenda
Monroe County Airport Authority
Annual Meeting
March 26, 2014
11:55 a.m.**

- | | | |
|----|--|--------------------------|
| 1. | Roll Call | Vazzana |
| 2. | Approval of Minutes from March 27, 2013 Annual Meeting | Vazzana |
| 3. | Appointment of Officers
Proposed Slate: | Vazzana |
| | Vice Chairperson: | R. Thomas Flynn |
| | Assistant Secretary: | Brett C. Granville, Esq. |
| | Assistant Treasurer: | Maryanne Fedison |
| 4. | Other Business | Vazzana |
| 5. | Adjournment | Vazzana |

**Agenda
Monroe County Airport Authority
Regular Meeting
March 26, 2014
12:00 p.m.**

- | | |
|---|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from January 15, 2014 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Governance Committee Report | Flynn |
| 6. Audit Committee Reports: January & March 2014 | Stuart |
| 7. Approve Submission of Annual Report and Acceptance of
2013 Audit Report by Bonadio & Co., LLC | Stuart |
| 8. Authorize a contract with Samuel A. Cooper dba Cooper
Logics to provide Public Relations Services for the Monroe
County Airport Authority at the Greater Rochester International Airport | Giardino |
| 9. Authorize an amendment to sub-lease with Monroe Security and
Safety Systems Local Development Corporation and the Monroe
County Airport Authority at the Greater Rochester International Airport | Smith |
| 10. Authorize a contract with Jetsmart Aviation Services, Inc. to provide
Fixed Base Operator (FBO) services for the Monroe County
Airport Authority at the Greater Rochester International Airport | Giardino |
| 11. Traffic Report | Haas |
| 12. Director's Report | Giardino |
| 13. Other Business | Vazzana |

Next meeting is May ____, 2014

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 26, 2014**

Present:

James G. Vazzana, Esq.	Chairman
R. Thomas Flynn	Vice-Chairman
Susan Keith	
Charles Henry Stuart	
Hon. Anthony Daniele	
Hon. Cynthia Kaleh	

Excused Absence:

John J. Perrone, Jr.

Others Present:

Michael Giardino	Director of Aviation
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Treasurer

Meeting was called to order by the Chairman @ 11:55 am

Approval of the Minutes from March 27, 2013

Moved by Member Daniele and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

Appointed of Officers

Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: R. Thomas Flynn as Vice -- Chairperson, Brett C. Granville, Esq. as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Stuart and seconded by Member Kaleh . The motion passed unanimously 6-0.

Other Business

No other business presented.

Meeting was adjourned @ 11: 59 AM

The next Annual Meeting will be scheduled for March 25, 2015.

Respectfully Submitted, .



Brett C. Granville, Esq.,

Assistant Secretary

Dated: 4-9-14

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 26, 2014**

Present:

**James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart**

Excused Absence:

John J. Perrone, Jr.

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary
Maryanne Fedison	
David Haas	

Meeting was called to order by the Chairman @ 12:00 p.m.

Approval of the Minutes from January 15, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 6-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. Treasurer Franklin reported the Travel and Business expense statement for the period since January 2014. The expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the report on travel and business expenses was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 6-0. The statement for January & February 2014 for credit card usage by the Director had on it twelve charges for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card report was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 6-0.

Governance Committee Report

Presented by Vice-Chairman Flynn.

Audit Committee Report (January & March 2014)

Presented by Member Stuart.

Approve Submission of Annual Report and Acceptance of 2013 Audit Report by Bonadio & Co., LLP

Member Stuart stated that Mr. Randy Sheppard of Bonadio & Co. presented the Independent auditor's draft report. It was reported that all significant transactions have been recognized in the financial statements in the proper period. The financial statement disclosures are neutral, consistent, and clear. A motion to approve and adopt was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize a contract with Samuel A. Cooper dba Cooper Logics to provide Public Relations Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that Samuel Cooper will provide public relation services for the Authority. A motion to approve and adopt was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize an amendment to sub-lease with Monroe Security and Safety Systems Local Development Corporation and the Monroe County Airport Authority at the Greater Rochester International Airport

Secretary Smith reported that the existing building will be increased to approximately 4,173 square feet; and that the vacant land will increase to approximately 39,579 square feet. The increases were due, in part, to an increase in the secure data storage area of the building and the proposed construction of a new adjacent parking lot and sidewalk. Each increase will also be reflected in an increase in corresponding rent. A motion to approve and adopt the amendment was moved by Member Flynn and seconded by Member Keith. Member Stuart abstained. The motion passed unanimously 5-0.

Authorize a contract with JetSmart Aviation Services, Inc. to provide Fixed Base Operator (FBO) services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that JetSmart Aviation Services, Inc. will provide 24/7, 365 days a year fixed base operator services for the Authority. Some of those services include: deicing, fueling, ground handling and the repair and maintenance of aircraft. A motion to approve and adopt was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

Traffic Report

Mr. David Haas reported the year end traffic activity for 2013. Total enplanement activity reported an increase of .34% over 2012. A 2013 load factor noted a carrier average of 84.2 for December and overall 81.5 for 2013. The national average load factor was reported at 82.8 for 2013. Landing weights noted a decrease of 5.08% for 2013 when compared to 2012. Mr. Haas then presented the January/February 2014 traffic reports. Enplanements noted decreases of 6.18% for January and 3.38% for February. Mr. Haas noted the particular bad winter weather and corresponding cancellations as the reasons for these early decreases.

Director's Report

Director of Aviation Giardino reported to the Authority that winter cancellations did affect the Greater Rochester International Airport, as nationwide other airports cancelled many flights. Director Giardino reported that work is still proceeding on the Air Show and that Community Outreach ("ROC your flight") was continuing. Director Giardino reported that Passenger Facility Charge #3 was closing as work was being completed.

Other Business

No other business presented.

Meeting was adjourned @ 12: 39PM
The next Board Meeting is June 4, 2014.

Respectfully Submitted,


Brett C. Granville, Esq.

Assistant Secretary

Dated: 4 - 9 - 14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2014

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2013 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Handbook)

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 5 of 2014
Page 2 of 2**

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2013 AUDIT
REPORT BY BONADIO & COMPANY, LLP**


Section 4. The Authority having reviewed the 2013 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 2)

ADOPTION: Dated: March 26, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 26, 2014.

Dated: 4/7/14



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 OF 2014

**AUTHORIZE A CONTRACT WITH SAMUEL A. COOPER dba COOPER LOGICS TO
PROVIDE PUBLIC RELATIONS SERVICES FOR THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Samuel A. Cooper dba Cooper Logics to provide Public Relations Services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The contract will be for a period of one (1) year from March 1, 2014 through February 28, 2015, with the option to renew annually for up to two (2) consecutive one (1) year terms, at the sole discretion of the Authority. The contract is awarded at an annual cost not to exceed \$30,000.

Section 3. Funding is available for this contract in the 2014 Monroe County Airport Authority budget as adopted by Resolution 17 of 2013 on September 25, 2013.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Samuel A. Cooper dba Cooper Logics, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: March 26, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 26, 2014.

Dated:


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 OF 2014

**AUTHORIZE AN AMENDMENT TO SUB-LEASE WITH MONROE SECURITY AND SAFETY
SYSTEMS LOCAL DEVELOPMENT CORPORATION AND THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

**WHEREAS, Monroe County Airport Authority authorized the execution of a Sub-Lease with
Monroe Security and Safety Systems Local Development Corporation; and**

**WHEREAS, the initial Sub-Lease term commenced on July 1, 2011 for a period of twenty
(20) years with the option to extend the term for two (2) additional five-year terms by mutual
consent of both parties; and**

**WHEREAS, Amendment No. 1 to the sub-lease adopted by Resolution No. 25 on
December 10, 2012 authorized the Director of Aviation to consent to the amendment of the
completion date of construction as "on or before July 31, 2013"; and also amended the access
easement known as Exhibit D; and**

**WHEREAS, the parties have mutually agreed to the terms set forth in this proposed
amendment.**

**THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY
AIRPORT AUTHORITY, as follows:**

**Section 1. The Administrative Director is hereby authorized to execute an Amendment
No. 2 to the Agreement that amends the following Articles:**

- 1. SECTION 3.1 –BASE RENTAL PAYMENTS is hereby amended to add as follows:
M3SLDC shall pay the Authority, as rental payment for the Leased Property as
follows:**
 - (i) Existing building of approximately 4,173 square feet at the rate of
\$3.00/square foot for an annual total of \$12,519.00;**
 - (ii) Vacant land of approximately 39,579 square feet at the rate of \$.37 per
square foot for an annual cost of \$14,644.23;**
 - (iii) Total annual base rent of \$27,163.23.**
- 2. With respect to Exhibit A; Exhibit B; Exhibit D of the Sub-Lease as amended the
parties agree to substitute Exhibit F and G in their place to reflect the revision of the
leased property.**

**Section 2. The records in the office of the Monroe County Treasury have indicated that
neither Monroe Security and Safety, LDC nor any of their principal officers owe any delinquent
Monroe County taxes.**

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 7 of 2014
Page 2 of 2**

**AUTHORIZE AN AMENDMENT TO SUB-LEASE WITH MONROE SECURITY AND SAFETY
SYSTEMS LOCAL DEVELOPMENT CORPORATION AND THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: March 26, 2014

Vote: 5-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 26, 2014.

Dated


Merideth Smith, Esq., Secretary

4/7/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2014

AUTHORIZE A CONTRACT WITH JETSMART AVIATION SERVICES INC. TO PROVIDE FIXED BASE OPERATOR (FBO) SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with JetSmart Aviation Services Inc. to provide Fixed Base Operator (FBO) services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. A request for Proposals was issued and JetSmart Aviation Services, Inc., was selected as most qualified to provide this service. The contract shall incorporate the requirements as outlined in the RFP. The term of this contract will be for a period of five (5) years, with options exercisable by the Monroe County Airport Authority to renew for one (1) successive five (5) year term from the date of expiration of the original Agreement, to be exercised at the sole discretion of the Monroe County Airport Authority without significant capital investment; should a proposer make a significant capital investment the term may be negotiated.

Section 3. This resolution shall take effect the day after Monroe County Airport Authority approval is granted, or the first day of the following month, but shall be no later than thirty (30) days after Monroe County Airport Authority approval.

ADOPTION: Date: March 26, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 26, 2014.

Dated: 4/7/14

Merideth Smith
Merideth Smith, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
June 4, 2014
11:00 a.m.

- | | | |
|----|---|-----------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from March 26, 2014 | Perrone |
| 3. | Internal Audit Update | Marasco |
| 4. | Financials at April 30, 2014 | Fedison |
| 5. | Budget to Actual at April 30, 2014 | Fedison |
| 6. | Ethics Hotline Report | Granville |
| 7. | Other Business | Perrone |

Next Meeting is July 16, 2014

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

June 4, 2014

Present:

John J. Perrone Jr.

Hank Stuart

Hon. Anthony Daniele

Others Present:

Michael Giardino

Administrative Director

Bob Franklin

Treasurer

Maryanne Fedison

Assistant Treasurer

Brett Granville

Assistant Secretary

James Marasco

StoneBridge Business Partners

Tom Niles

StoneBridge Business Partners

Andy Moore

Meeting was called to order by Chairman Perrone at 11:00 am.

Approval of the Minutes from March 26, 2014

A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 3-0.

Internal Audit Report

Mr. Niles reported on the review of the policies and procedures of USAirports Flight Support, LLC. The audit focused primarily on adherence to the reporting requirements of the Fuel Facility Maintenance, Operation and Management Services Agreement with the Monroe County Airport Authority. The audit noted no significant issues.

Mr. Niles stated that the primary objective of the audit included an evaluation of internal controls over Fuel Facility operations and an evaluation of the accuracy of reported reimbursable expenses. The scope of the audit period was January 1, 2013 through December 31, 2013.

Mr. Niles reported that six months were selected during the audit period for inventory testing and that they reviewed: documentation to support the reconciliations as reported to the Authority; inventory reports prepared by Fuel Facility staff; fuel tank disbursement tickets; fuel track logs; and fueling tickets maintained. Mr. Niles reported that all was reconciled with insignificant variance and that the reviewed selection of reimbursable expense statements were in accordance with what the agreement states.

Mr. Marasco noted that this internal audit is reassuring for the airlines that the Authority is being proactive to ensure processes are being followed. Mr. Niles noted that this audit was a very transparent process and that the airlines would find the results encouraging.

Mr. Niles stated that StoneBridge is working on two other audits; the first one being Alamo and Enterprise Car Rental locations, as operated by SNORAC. Preliminary findings indicate that administrative fees are being excluded from the reported findings. This was not significant but noted. The full internal audit will be presented at the next meeting. Mr. Niles added that they are also working on the internal audit of SSP America, which operates Famous Famiglia and the two concourse bars. It was noted that there was nothing significant to report at this time.

Financials at April 30, 2014

Assistant Treasurer Fedison presented the Financials as of April 30, 2014. The bonds payable continues to decrease each year with the final payment owed January, 2019.

Ms. Fedison reported on the revenues and expenses. Landing fees are up due to an increase in landing rates; landing weights remained the same. While deplanements are down as compared to last year, gross revenues for parking have remained the same. Net revenue represents an increase in expenses for deicing, snow removal and utility charges as compared to last year. Overall revenues are less than a 1% change and in line with last year.

Ms. Fedison reported that interest on bonds is based on the debt schedule for bond payments – this decreases year over year as the debt payment comes close to being paid off.

Budget to Actual at April 30, 2014

Assistant Treasurer Fedison presented the Budget to Actual at April 30, 2014 showing 45% of the budget is expensed. This included the January debt payment and local share of capital fund payments. If these two items are excluded from the calculation, the actual total of budget to actual is 31.3%.

Ethics Hotline Report

Assistant Secretary Granville reported that no new calls came into the Ethics Hotline for the reporting period of March and April 2014.

Other Business

No other business presented.

Meeting was adjourned @ 11:26 PM

The next Audit Committee Meeting is July 16, 2014.

Respectfully Submitted, .



Brett Granville

Assistant Secretary

Dated: 6/13/14

**Agenda
Monroe County Airport Authority
Regular Meeting
June 4, 2014
12:00 pm**

- | | | |
|-----|---|----------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from March 26, 2014 | Vazzana |
| 4. | Audit Committee Report | Perrone |
| 5. | Treasurers Report | Franklin |
| 6. | Authorize the Acquisition of Property at 1110 and 1214 Brooks Avenue and 678 Beahan Road for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 7. | Authorize an amendment to Resolution #8 of 2014 with JetSmart Aviation Services, Inc. to provide Fixed Based Operator (FBO) Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 8. | Authorize a contract with Stonebridge Business Partners to provide Internal Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 9. | Authorize expenditure in an amount not to exceed \$2,500 for Silver Sponsorship of the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show | Giardino |
| 10. | Traffic Report | Haas |
| 11. | Directors Report | Giardino |
| 12. | Other Business | Vazzana |

Next meeting is July 16, 2014

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
June 4, 2014**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart
John J. Perrone, Jr.

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary
Maryanne Fedison	
David Haas	

Meeting was called to order by the Chairman @ 12:00 p.m.

Approval of the Minutes from March 26, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Vice-Chairman Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Audit Committee Report

Presented by Member Perrone and Assistant Treasurer Fedison.

Treasurers Report

Treasurer Franklin reported that the statement for March and April 2014 for credit card usage by the Director had on it fifteen (15) charges for the reporting period. The credit card expenses were submitted within the required ten (10) days and with the appropriate supporting documentation. The Authority's credit card issued to the County Executive was not used during the months. A motion to accept the credit card report was moved by Member Kaleh and seconded by Member Stuart. The motion passed unanimously 7-0.

Treasurer Franklin reported on the travel and business expense statement for the period since March 2014. The majority of these expenses were for the American Association of Airport Executives (AAAE) Annual Conference and the PASSUR Conference both attended by airport staff. The business/travel expenses were submitted within the required ten (10) days and with appropriate supporting documentation. A motion to accept the report on travel and business expenses was moved by Vice-Chairman Flynn and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize the acquisition of property at 1110 and 1214 Brooks Avenue and 678 Beahan Road for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the three properties listed all lie within the runway protection zone (RPZ) and read a Federal Aviation Advisory (FAA) Circular regarding compatible land use. Mr. Giardino stated that the resolution asks to use Authority funds to purchase all properties in an amount not to exceed the stated amount. Mr. Giardino reported that the airport would have up to three years to seek reimbursement from the FAA. Conversation ensued with regards to the overall process for property acquisition and possible uses of said properties. A motion to approve and adopt was moved by Member Keith and seconded by Vice-Chairman Flynn. The motion passed unanimously 7-0.

Authorize an amendment to Resolution No. 8 of 2014 with JetSmart Aviation Services, Inc. to provide Fixed Base Operator (FBO) services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the amendment would align the FBO agreement with the FBO leasehold. A motion to approve and adopt the amendment was moved by Member Perrone and seconded by Member Daniele. The motion passed unanimously 7-0.

Authorize a contract with Stonebridge Business Partners to provide Internal Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract for the internal audit services had expired and a Request for Proposals (RFP) was issued to obtain proposals for an Internal Auditor. A selection committee convened and has recommended StoneBridge Business Partners. Director Giardino added that the internal auditor ensures compliance with contractual agreements between concessionaires and the Authority. A motion to approve and adopt was moved by Vice-Chairman Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize expenditure in an amount not to exceed \$2,500 for Silver Sponsorship of the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show

Administrative Director Giardino stated that he is currently the Vice-President of the New York Aviation Management Association (NYAMA). NYAMA is an organization that advocates for the aviation industry within the state and provides Airport Managers with peer review, training and an annual fall conference. Director Giardino showed the board a proclamation by the Governor in which May is Aviation Month and asked the board to approve a sponsorship for the upcoming fall conference to be held in Syracuse, NY. It was noted that the airport expects to host the fall conference in 2015. Conversation ensued about past sponsorship amounts. A motion to approve the expenditure was moved by Member Keith and seconded by Vice-Chairman Flynn. The motion passed unanimously 7-0.

Traffic Report

Mr. Haas reported airline traffic and operations data through April 2014. March enplanements showed approximately a 6.4% decrease as compared to March 2013. April enplanements were approximately a 2.1% increase as compared to April 2013. Year-to-date enplanements demonstrated approximately a 3.5% decrease for the same four (4) month period in 2013. The decreases were most likely be attributable to major winter weather cancellations experienced throughout Upstate New York. All thruway airports experienced enplanement decreases for January – April 2014.

Mr. Haas reported that passenger load factors for March 2014 averaged 80.4% and April 2014 averaged 81%. The total number of departing seats was approximately 4,227 per day for April. Daily average number of departing seats has been increasing each month of 2014. Landed weights show a 2.7% decrease from the same period of 2013 and scheduled departing flights have decreased 8.4%.

Director's Report

Director of Aviation Giardino reported to the board that the airport and PEC Management are continuing with planning for the upcoming Kwikfill Rochester International Airshow featuring the United States Air Force Thunderbirds on August 16 & 17, 2014. The airlines have been notified and the airport is working closely with them to make necessary accommodations.

Director Giardino reported about airline cancellations due to lack of planes and the pinch the airline industry is experiencing with crew shortages thought to be due to the new FAA regulation increasing the minimum requirement of flight hours for co-pilots. There is a pilot shortage across the nation and organizations like AAAE and NYAMA are engaged in those issues.

Director Giardino thanked Bill Johnston and Andy Moore, for the execution of a plan to move American Airlines ticketing counter next to US Airways ticketing counter and to relocate Delta Air Lines into the ticketing location American Airlines vacated.

Director Giardino reported that board members are welcome to join the airport on Saturday, June 21, 2014 at 1299 Scottsville Road for the 15th Annual Lifetime Assistance Airport 5K hosted at USAirports. Pre-race ceremonies begin at 8:30 AM and the 5K Walk Run will follow at 9 AM.

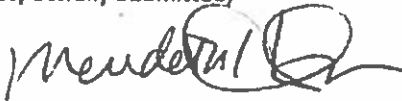
Director Giardino provided board members with an update of staff engagement and travel to the AAAE Snow Symposium, PASSUR Software training session to explore software options for increased efficiency in collecting landing data. Director Giardino congratulated Jennifer Hanrahan, Assistant Director and Marketing/PR for completing a self-study of modules and becoming a Certified Member of AAAE.

Other Business

No other business presented.

Meeting was adjourned @ 12:47 PM
The next Board Meeting is July 16, 2014.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Merideth H. Smith", with a stylized flourish at the end.

Merideth H. Smith, Esq.

Secretary

Dated: 6/17/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2014

AUTHORIZING THE ACQUISITION OF PROPERTIES AT 1110 AND 1214 BROOKS AVENUE AND 678 BEAHAN ROAD FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to acquire through purchase, properties at 1110 and 1214 Brooks Avenue and 678 Beahan Road in an amount not to exceed \$1.48 Million.

Section 2. Said properties shall be utilized by the Greater Rochester International Airport in accordance with Federal Aviation Administration (FAA) requirements that Airports maintain compatible land use in and around their airport and control the Runway Protection Zones (RPZ) maintaining them clear of incompatible objects and activities.

Section 3. The Federal Aviation Administration (FAA) further states that airport owner control over the Runway Protection Zones (RPZ) land is emphasized to achieve the desired protection of people and property on the ground.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held June 4, 2014.

Dated:

 6/6/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2014

**AMENDMENT OF RESOLUTION No. 8 of 2014 WITH JETSMART AVIATION SERVICES
INC. TO PROVIDE FIXED BASE OPERATOR (FBO) SERVICES FOR THE MONROE
COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL
AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY,
as follows:

WHEREAS, Monroe County Airport Authority authorized the execution of a
contract with JetSmart Aviation Services Inc. to provide Fixed Base Operator (FBO)
services on March 26, 2014; and

WHEREAS, the initial contract term was for a period of five (5) years, with
an option to renew for one (1) successive five (5) year term.

Section 1. The Monroe County Airport Authority hereby amends
Resolution No. 8 of 2014 authorizing the Administrative Director to extend the
expiration date of the original Agreement to the Fixed Base Operator's (FBO) lease
hold.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held June 4, 2014.

Dated:

 6/4/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2014

**AUTHORIZING A CONTRACT WITH STONEBRIDGE BUSINESS PARTNERS TO PROVIDE
INTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY,
as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with StoneBridge Business Partners to provide Internal Audit services for the Monroe County Airport Authority.

Section 2. StoneBridge Business Partners was determined by a Selection Committee to be the most qualified of the two respondents. The Internal Audit services to be provided are the Monroe County Airport Authority's financial operations, including but not limited to, review of financial policies, procedures and practices. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed \$75,000.

Section 3. Funding is available for this contract in the 2014 Monroe County Airport Authority budget as adopted by Resolution 17 of 2013 on September 25, 2013.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither StoneBridge Business Partners, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

J. Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held June 4, 2014.

Dated:

 6/6/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2014

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$2,500 FOR SILVER
SPONSORSHIP OF THE 2014 NEW YORK AVIATION MANAGEMENT ASSOCIATION
(NYAMA) FALL CONFERENCE AND EXHIBIT SHOW**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as
follows:**

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$2,500 on behalf of the Monroe County Airport Authority for a Silver Sponsorship of the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 17 to September 19, 2014 hosted by the Syracuse Hancock International Airport.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

**I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held June 4, 2014.**

Dated:

 6/6/14
Merideth Smith, Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 16, 2014**

- | | | |
|-----------|--|----------------------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from June 4, 2014 | Perrone |
| 3. | Internal Audit Update | Marasco/Niles |
| 4. | Overview Financials at June 30, 2014 | Fedison |
| 5. | Budget to Actual at June 30, 2014 | Fedison |
| 6. | Ethics Hotline Report | Granville |
| 7. | Other Business | Perrone |

Next Meeting is September 17, 2014

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
July 16, 2014

Present:

John J. Perrone Jr.
Hon. Anthony Daniele

Excused Absence:

Hank Stuart

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Brett Granville	Assistant Secretary
Tom Niles	StoneBridge Business Partners
Andy Moore	

Meeting was called to order by Chairman Perrone at 11:03 a.m.

Approval of the Minutes from June 4, 2014

A motion was made to approve by Member Daniele and seconded by Member Perrone. The motion passed unanimously 2-0.

Internal Audit Report

Mr. Tom Niles reported on the internal audit of Alamo and Enterprise car rental concessionaires to the Authority. The auditor found no material variances between the revenue collected and revenue reported to the Authority. Based on the results of the audit, both companies appear to be reporting all sales and remitting concession fees in accord with their agreement with the Authority. The auditor presented the additional recommendation of collecting the administrative fees relating to parking/toll citations.

Financials at June 30, 2014

Assistant Treasurer Maryanne Fedison presented the Financials at June 30, 2014. Assistant Treasurer Fedison also noted that her report will typically compare and contrast changes year over year identifying significant variances if any.

Assistant Treasurer Fedison reported the balance cash on hand at June 30, 2014. Assistant Treasurer Fedison reported on the Accounts receivable balance which is under \$1 Million and majority is under 30 days aged. Assistant Treasurer Fedison noted a couple of items on expense side. The local share of capital projects were ahead of where they were at this time last year, due to the early completion of those projects. Landing fees are up on the revenue side due to a budgeted increase in aircraft landing fees.

Budget to Actual at June 30, 2014

Assistant Treasurer Maryanne Fedison presented the Budget to Actual at June 30, 2014. Assistant Treasurer Fedison reported approximately 45% of the budget has been expensed through June 30, 2014 for operations. The mid-year rate reconciliation process is starting and will be reported on at the next meeting. If there is a variance of more than 5%, ROC is required per the Airline Use & Lease Agreement to adjust airline rates mid-year.

Ethics Hotline Report

Assistant Secretary Granville reported that no new calls came into the Ethics Hotline for the reporting period of May and June 2014.

Other Business

No other business presented.

Meeting was adjourned @ 11: 29 a.m.

The next Audit Committee Meeting is September 24, 2014.

Respectfully Submitted, .

A handwritten signature in black ink, appearing to read "Brett Granville", written in a cursive style.

Brett Granville

Assistant Secretary

Dated: 8-4-14

**Agenda
Monroe County Airport Authority
Regular Meeting
July 16, 2014
12:00 pm**

- | | | |
|-----|--|----------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from June 4, 2014 | Vazzana |
| 4. | Treasurers Report | Franklin |
| 5. | Appointment of Donald Crumb, Esq. as Assistant Secretary | Vazzana |
| 6. | Authorize expenditure in an amount not to exceed \$1,500 for Hospitality at the 2014 Kwik Fill Rochester International Airshow | Giardino |
| 7. | Authorize a contract with Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. to provide airport management consulting services for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 8. | Authorize a contract with Sirness Vending Services for a Vending Concession for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 9. | Authorize an amendment to Resolution #3 of 2014 with Ailevon Air Service Consulting to provide consultant services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 10. | Audit Committee Report | Perrone |
| 11. | Traffic Report | Haas |
| 12. | Directors Report | Giardino |
| 13. | Other Business | Vazzana |

The next meeting is September 17, 2014

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 16, 2014**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
Susan Keith
John J. Perrone, Jr.

Excused Absence:
Hank Stuart

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary
Maryanne Fedison	
Andy Moore	
David Haas	

Meeting was called to order by the Chairman @ 12:01 p.m.

Approval of the Minutes from June 4, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Member Daniele and seconded by Member Perrone. The motion passed unanimously 6-0.

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today for Board approval. The statement for June 2014 for credit card usage by the Director had on it seven (7) charges for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. The credit card usage was previously reported in the last Authority meeting under the Report on Travel and Business Expense. The Authority's credit card issued to the County Executive was not used during the month of May. A motion to accept the credit card report was moved by Member Kaleh and seconded by Member Keith. The motion passed unanimously 6-0.

Treasurer Franklin reported the travel and business expense statement for the period since June 2014. The statement for June 2014 had on it five (5) charges for the reporting period. The travel and business expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the report on travel and business expenses was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Appointment of Donald L. Crumb, Jr., Esq., as Assistant Secretary

Chairman Vazzana stated that the Assistant Secretary position needed to be filled according to the Authority by-laws. A motion to approve and adopt was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize expenditure in an amount not to exceed \$1,500 for Hospitality at the 2014 Kwik Fill Rochester International Airshow

Administrative Director Giardino reported that the Authority has a tent at the airshow. This expenditure was in order to have food and non-alcoholic beverages available at the tent. The Director stated that on behalf of the Authority, all airport property and concession managers were invited to the hospitality tent. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize a contract with Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. to provide airport management consulting services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract is about to expire. A Request for Qualifications was issued and a selection committee convened and recommended Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. Leibowitz & Horton would help with the upcoming selection process involving the car rental companies as all of their contracts are set to expire in 2015; and LeighFisher would aid with the airport's rates and charges model to the airlines. A motion to approve and adopt was moved by Vice-Chairman Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize a contract with Sirness Vending Services for a Vending Concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract is set to expire. A Request for Proposals was issued and a selection committee convened and recommended Sirness Vending Services. Conversation concerning the services and annual revenue ensued. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. Chairman Vazzana reported on a potential conflict of interest and abstained from the vote. The motion passed unanimously 5-0.

Authorize an amendment to Resolution No.3 of 2014 with Allevon Air Service Consulting to provide consultant services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the amendment is needed as the airport continues to pursue future airlines and expanded routes. A motion to approve the amendment was moved by Vice-Chairman Flynn and seconded by Member Perrone. The motion passes unanimously 6-0.

Audit Committee Report

Presented by Member Perrone and Assistant Treasurer Maryanne Fedison.

Traffic Report

Mr. Dave Haas reported the year-to-date traffic activity. Total enplanement activity reported a decrease of 3.38% over the same period for 2013. A stable load factor was noted with an average of approximately 80%. Landing weights noted a decrease of 1.89% for 2014 when compared to the same time frame for 2013. Mr. Haas noted the particular bad winter/spring weather and corresponding cancellations as the reasons for these decreases. Mr. Haas also noted the removal of a USAirways airplane to the Philadelphia airport and the replacement of said airplane with a smaller type of airplane. Conversation concerning the services ensued.

Director's Report

Director of Aviation Michael Giardino reported that all the renewal options for the car rental companies have been exercised. The Director noted that Passenger Facility Charge #3 was closed out and under budget. The Director also noted that the Airshow is all set for August 16 – 17 and was four weeks away.

Other Business

No other business presented.

Meeting was adjourned @ 12: 35 p.m.

The next Board Meeting is September 24, 2014.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Merideth H. Smith".

Merideth H. Smith, Esq.

Secretary

Dated: 7/29/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 OF 2014

APPOINTMENT OF DONALD L. CRUMB JR., ESQ., AS ASSISTANT SECRETARY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That Donald L. Crumb Jr., Esq., shall act as Assistant Secretary effective July 16, 2014 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.


Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: July 16, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 16, 2014.

Dated: 7/18/14


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2014

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,500 FOR
HOSPITALITY AT THE 2014 KWIK FILL ROCHESTER INTERNATIONAL AIRSHOW**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$1,500 on behalf of the Monroe County Airport Authority for hospitality at the 2014 Kwik Fill Rochester International Airshow.

Section 2. The resolution does not require a budget amendment; funding will come from unexpensed contractual services.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: July 16, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 16, 2014.

Dated: 7/18/14


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 of 2014

**AUTHORIZE A CONTRACT WITH LEIBOWITZ & HORTON AIRPORT
MANAGEMENT CONSULTANTS INC. AND LEIGHFISHER INC. TO PROVIDE
AIRPORT CONSULTING SERVICES FOR THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. to provide airport consulting services for the Monroe County Airport Authority.

Section 2. Leibowitz & Horton Airport Management Consultants Incorporated and LeighFisher Inc. were determined by a Selection Committee to be the most qualified of the four respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms.

Section 3. Funding for airport consulting services is included in the Monroe County Airport Authority Annual Budget, established and approved by the Monroe County Airport Authority.

Section 4. The records in the Office of the Monroe County Treasury have indicated that the principle officers of Leibowitz & Horton and LeighFisher do not owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 16, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 16, 2014.

Dated: 7/18/14


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2014

AUTHORIZE A CONTRACT WITH SIRNESS VENDING SERVICES FOR A VENDING CONCESSION FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Sirness Vending Services, 3595 Buffalo Road, Rochester, New York, 14624 for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Sirness Vending Services was determined by a Selection Committee to be the most qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years, commencing on September 1, 2014, with the option to extend for up to three (3) consecutive one (1) year terms, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive as revenue, 30.5% of Annual Gross Sales.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Sirness Vending Services nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 16, 2014

Vote: 5-0

1 Abstention

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 16, 2014.

Dated

7/18/14


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO.17 of 2014

AUTHORIZE AN AMENDMENT TO RESOLUTION NO. 3 of 2014 WITH AILEVON AIR SERVICE CONSULTING TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

WHEREAS, Monroe County Airport Authority authorized the execution of a contract with Allevon Air Service Consulting to provide consultant services relating to Air Service Development on January 15, 2014; and

Section 1. The Monroe County Airport Authority hereby amends Resolution No. 3 of 2014 authorizing the Administrative Director to increase the annual cost not to exceed \$50,000.

Section 2. The increase in the annual cost does not require a budget amendment; funding will come from unexpensed professional services line items in the 2014 budget.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: July 16, 2014

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 16, 2014.

Dated: 7/18/14


Merideth Smith, Esq., Secretary

**Agenda
Monroe County Airport Authority
Special Meeting
August 27, 2014
12:00 pm**

- | | | |
|----|---|----------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Authorize assignment of a car rental concession agreement with Westover Car Rental, LLC to the Hertz Corporation for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |

The next meeting is September 24, 2014

Minutes
MONROE COUNTY AIRPORT AUTHORITY
SPECIAL MEETING
August 27, 2014

Present:

James G. Vazzana, Esq., Chairman
Hon. Anthony Daniele
Susan Keith
John J. Perrone, Jr.
Hank Stuart

Excused Absence:

R. Thomas Flynn, Vice – Chairman
Hon. Cynthia Kaley

Others Present:

Michael Giardino	Director of Aviation
Donald L. Crumb, Jr., Esq.	Assistant Secretary
Maryanne Fedison	
Andy Moore	

Meeting was called to order by the Chairman @ 12:03 p.m.

Authorize assignment of a car rental concession agreement with Westover Car Rental, LLC to DTG Operations, Inc., the operator of the Hertz Corporation Rental Car Concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the Airport was contacted by the principles of DTG Operations, Inc., the operator of the Hertz Corporation rental car concession and Westover Car Rental, LLC with their mutual desire to assign the car rental agreement with Westover Car Rental, LLC to the DTG Operations, Inc., the operator of the Hertz Corporation rental car concession. Director Giardino added that the car rental contracts are an important source of non-airline revenue and that all the car rentals at ROC are exercising the final renewal option on the contract. Assistant Secretary Donald L. Crumb, Jr., Esq., reported that DTG Operations, Inc., the operator of the Hertz Corporation rental car concession expects to close by September 1 acquiring Westover Car Rental, LLC and that the car rental agreement with the Authority will allow for an assignment as long as specific conditions are met and they have been thus far. Conversation ensued with regards to the car rental agreement, the business share per car rental at ROC, that no principles owe any delinquent money to Monroe County and that the brand Thrifty will remain a car rental counter location at ROC. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 5-0.


Other Business

No other business presented.

Meeting was adjourned @ 12: 10 p.m.

The next Board Meeting is September 24, 2014.

Respectfully Submitted,


Donald L. Crumb Jr., Esq.
Assistant Secretary
Dated: 9/27/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 OF 2014

**AUTHORIZE ASSIGNMENT OF A CAR RENTAL CONCESSION AGREEMENT WITH
WESTOVER CAR RENTAL, LLC TO DTG OPERATIONS, INC., THE OPERATOR OF
THE HERTZ CORPORATION RENTAL CAR CONCESSION FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the car rental concession agreement (the "Agreement") with Westover Car Rental, LLC d/b/a Thrifty Car Rental to DTG Operations, Inc., the operator of the Hertz Corporation rental car concession for the Monroe County Airport Authority at the Greater Rochester International Airport once the Administrative Director receives a fully executed assignment between the parties which meets the terms and conditions for assignment approval as explicitly set forth in Section 33 of the Agreement.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither DTG Operations, Inc., the operator of the Hertz Corporation rental car concession nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: August 27, 2014

Vote: 5 - 0

I, Donald L. Crumb Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a Special Meeting held August 27, 2014.

Dated:


Donald L. Crumb Jr., Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 24, 2014
11:00 a.m.**

- | | | |
|----|---|---------------|
| 1. | Roll Call | Stuart |
| 2. | Approval of Minutes from July 16, 2014 | Stuart |
| 3. | Internal Audit Update | Marasco/Niles |
| 4. | Financial Reporting
2015 Authority Budget
2015 Renewal & Replacement Fund Budget
Trial Balance at August 31, 2014
Budget to Actual at August 31, 2014 | Fedison |
| 5. | Ethics Hotline Report | Crumb |
| 6. | Other Business | Stuart |

Next meeting is November 19, 2014

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
September 24, 2014**

Present:

Hank Stuart
Hon. Anthony Daniele

Excused Absence:

John J. Perrone, Jr.

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb, Jr., Esq.	Assistant Secretary
James Marasco	StoneBridge Business Partners
Andy Moore	

Meeting was called to order by Member Stuart at 11:25 a.m.

Approval of the Minutes from July 16, 2014

A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 2-0.

Internal Audit Report

Mr. James Marasco presented the audit report completed on SSP America concessions at the Airport. The audit focused on the accuracy of gross sales, concession fees paid to the airport, financial statements and income tax returns. No significant findings, insurance coverage was reconciled and price list was provided to airport to keep on file per the contract. Upcoming internal audits include cash audit for Mapco Auto Parks, Red Osier and Gusto's.

2015 Monroe County Airport Authority Budget & 2015 Renewal/Replacement Fund Budget

Assistant Treasurer Maryanne Fedison presented the proposed 2015 MCAA budget and completed a line by line analysis of changes as listed: O&M increase due to projected energy costs, debt principal/GO debt decreasing, revenue & refunding bond debt/amortization of bond premium decreasing – pay off 1/1/19, transfer to renewal & replacement fund increasing \$3.2 million, professional services and other expenses decreasing. R&R funds are used each year to fund capital projects not fully funded by federal, state or PFC funds. A surplus results when the airport gets more discretionary funding than anticipated, projects come in under budget or a project is delayed. For 2015, \$2.2 million will be raised by the rates/charges. The \$3.2 million additional transfer to the renewal & replacement for 2015 is available from surplus. There are two large capital projects planned for 2015; the Parking and Revenue Control System (PARCS) and terminal HVAC upgrade.

Member Stuart noted that due to the bond payment being paid off 1/1/19 – he would like to convene the Finance Committee in November to review/discuss options moving forward. A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 2-0.

Financials and Budget to Actual at August 31, 2014

Assistant Treasurer Maryanne Fedison presented the Financials and Budget to Actual at August 31, 2014. The trial balance shows cash at \$25 million, accounts receivable at \$1 million with no collection issues. Liabilities of \$1.2 million owed to the County for general operations & maintenance expense has been transferred. Overall

revenues decreased \$278,000 in comparison to 2013, attributable in part to the reduction in fuel farm debt reimbursements as the debt was paid off in 2013. Also, Terminal rental rates are down \$200,000 due to lower terminal rental rates in comparison to 2013. The Airlines are paying less for space due to lower terminal rental rates as a result of the airport generating more non-airline revenue and holding expenses steady. Expenses have few changes; debt/interest is down \$290,000. Summary shows financials right in line with 2013 with a slight increase in Total Net Revenues of 1.3%.

Assistant Treasurer Fedison reported that the mid-year rates and charges analysis was completed which involved readjusting enplanement forecasts, space allocation, operations & maintenance etc. These were entered into the rates/charges model and the variance was less than 5%. The Airline Use & Lease agreement requires a mid-year analysis and any deviance less than 5% requires no change in the established rates/charges. This information was reported to the Airlines and they were satisfied with the results.

Assistant Treasurer Fedison presented the budget to actual report at 59% of budget after the elimination of debt service and the local share of capital projects, with no large variances. A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 2-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no new calls came into the Ethics Hotline for the reporting period.


Other Business

No other business presented.

Meeting was adjourned @ 11:55 a.m.

The next Audit Committee Meeting is November 19, 2014.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.
Assistant Secretary
Dated: *October 3, 2014*

**Agenda
Monroe County Airport Authority
Regular Meeting
September 24, 2014
12:00 p.m.**

- | | |
|--|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 16 and August 27, 2014 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Audit Committee Report | Stuart |
| 6. Approval and Adoption of the 2015 MCAA Operating Budget | Stuart |
| 7. Approval and Adoption of the 2015 MCAA Renewal and Replacement Budget | Stuart |
| 8. WHEC-TV, LLC Weather Reporting & Forecasting Agreement | Giardino |
| 9. Traffic Report | Haas |
| 10. Directors Report | Giardino |
| 11. Other Business | Vazzana |

Next meeting is November 19, 2014

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 24, 2014**

Present:

**James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Susan Kelth
Hank Stuart**

Excused Absence:

**John J. Perrone, Jr.
Hon. Cynthia Kaleh**

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
Andy Moore	
David Haas	

Meeting was called to order by the Chairman @ 12:02 p.m.

Approval of the Minutes from July 16, 2014 and August 27, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Member Kelth and seconded by Member Daniele. The motion passed unanimously 5-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for June, July & August 2014 for credit card usage by the Director had on it twenty-three (23) charges for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. The Authority's credit card issued to the County Executive was not used during the months of June, July & August 2014.

Treasurer Franklin reported the travel and business expense statement for the period since July 2014. The statement for July - August 2014 had on it twenty-two (22) expenses for the reporting period. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

A motion to accept both the credit card usage and report on travel and business expenses was moved by Member Kelth and seconded by Member Daniele. The motions passed unanimously 5-0.

Audit Committee Report

Presented by Member Stuart; Member Stuart informed the board that he would like to recommend the Finance Committee meet at 10 am on November 19, 2014 to review future debt issuance. Members of the Finance Committee are: James G. Vazzana, Susan Kelth & Hank Stuart.

Approval and Adoption of the 2015 Monroe County Airport Authority Operating Budget

Member Stuart reported that earlier at the Audit Committee Meeting, Assistant Treasurer Maryanne Fedison presented the proposed 2015 Monroe County Airport Authority Operating Budget. A motion to approve and adopt was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 5-0.

Approval and Adoption of the 2015 Monroe County Airport Authority Renewal and Replacement Budget

Member Stuart reported that earlier at the Audit Committee Meeting, Assistant Treasurer Maryanne Fedison presented the proposed 2015 Monroe County Airport Authority Renewal and Replacement Budget. A motion to approve and adopt was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 5-0.

Authorize an agreement with WHEC-TV, LLC to provide weather reporting and forecasting for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that this agreement with WHEC – TV at ROC provides weather reporting in the terminal on monitors and weather forecasting to the ROC operations team. Recently WHEC made software improvements and this agreement would be for three years. Conversation ensued regarding whether or not this was a revenue or expense for ROC and it was further explained that this in kind, no revenue or expense and that no other weather source had expressed interest to ROC for this in kind service. A motion to approve and adopt was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 5-0.

Traffic Report

Mr. Dave Haas reported the year to date traffic activity. Total enplanement activity decreased 3.2% over the same eight month period for 2013. Compared to the Thruway Airport enplanement activity: Buffalo enplanements are down 7.7%, Syracuse is down 0.6% and Albany has decreased 0.3%. A stable load factor was noted with an average of approximately 81.7% for the year. Landing weights reflect a decrease of 2.6% and scheduled airline departures are down 7.8% for 2014 as compared to the same time frame for 2013. Mr. Haas noted realignment of airline hubs as a possible reason for these decreases. For example, United adjusted service to Newark and Chicago and eliminated service to Cleveland. Also, seasonal service adjustments by Southwest with regards to their nonstop to Tampa which returns to the ROC schedule in late fall 2014. Available seats out of ROC have remained relatively stable for the year.

Mr. Andrew Moore also presented data from USDOT showing national averages for airline capacity decreasing steadily since 1995; while airline load factors have increased steadily.

Director's Report

Director of Aviation Michael Giardino reported that air service development initiatives and strategies continue to be developed. The planners at the airlines serving ROC continue to be pursued and continue to work with our air service development consultant Akevon. Conversation ensued regarding the New American Airlines merger and leakage to neighboring airports.

Mr. Gary Gaskin provided the board an update of current construction projects underway at ROC. Director Giardino added that PFC #4 will come in under budget and money can in turn be applied to PFC #5.

Director Giardino reported that he has been elected President of the New York Aviation Management Association (NYAMA) by his peers from across New York State. Director Giardino has set objectives within NYAMA to update the strategic vision of NYAMA for the upcoming years, refresh and update the Airport Economic Development Impact study Initiatives, address contract towers & other FAA issues, pilot shortage issues, Aviation Jobs Act and remotely piloted vehicles.

Director Giardino also provided the board with an update to a security breach and N900KN incident.

Other Business

Chairman Vazzana and Director Giardino presented ROC Challenge coins to Sgt. Scott Smith- Monroe County Sheriff's Office, Timothy Woolston – ROC Operations Manager and Jennifer Hanrahan – Assistant Director/Marketing PR for their work on the 2014 Kwik Fill International Airshow.

Meeting was adjourned @ 12:45 p.m.

The next Board Meeting is November 19, 2014.

Respectfully Submitted,

A handwritten signature in black ink that reads "Donald L. Crumb, Jr." followed by a stylized flourish.

Donald L. Crumb, Jr., Esq.

Secretary

Dated: *October 3, 2014*

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 OF 2014

**APPROVAL AND ADOPTION OF THE 2015 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The 2015 Budget, in the form presented to the Authority and attached
hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 24, 2014

Vote: 5-0

I, Donald L. Crumb Jr., Esq., Asst. Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 24, 2014

Dated, *October 6, 2014*


Donald L. Crumb Jr., Esq., Asst. Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 of 2014

**APPROVAL AND ADOPTION OF THE 2015 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

**Section 1. The Monroe County Airport Authority hereby approves and adopts the
2015 Renewal and Replacement Budget as presented at this meeting and appended
hereto and made a part hereof.**

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 24, 2014

Vote: 5-0

I, Donald L. Crumb Jr., Esq., Asst. Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 24, 2014.

Dated *October 6, 2014*


Donald L. Crumb Jr., Esq., Asst. Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 of 2014

AUTHORIZE AN AGREEMENT WITH WHEC-TV, LLC TO PROVIDE WEATHER REPORTING AND FORECASTING SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an agreement with WHEC-TV, LLC to provide detailed weather forecasting for the Greater Rochester International Airport (the "Airport"), as well as for the destination cities, with two (2) daily weather forecasts, seven (7) days a week, twenty-four (24) hours a day/seven (7) days a week radar signals and weather forecasting via the internet, and weather alerts as necessary.

Section 2. The Agreement shall be for a period of three (3) years commencing January 1, 2015 and terminating December 31, 2017.

Section 3. The compensation for the services provided by WHEC-TV, LLC shall be the granting of permission for its equipment to remain on the roof of the Airport, the granting of exclusive weather provider rights via TV and Internet at the Airport, and exclusive provider of weather information services rights to terminal monitors and/or FIDS.

Section 4. The records in the Office of the Monroe County treasurer have indicated that WHEC-TV, LLC owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: September 24, 2014

Vote: 5-0

I, Donald L. Crumb Jr., Esq., Asst. Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 24, 2014

Dated: *October 6, 2014*


Donald L. Crumb Jr., Esq., Asst. Secretary

Agenda
Monroe County Airport Authority
Finance Committee Meeting
November 19, 2014
10:00 a.m.

- | | | |
|----|--|----------|
| 1. | Roll Call | Vazzana |
| 2. | Appoint Chairperson to the Finance Committee | Giardino |
| 3. | Presentation: Financing ROC for the Future | Giardino |
| 4. | Other Business | Chair |

Next meeting is _____.

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Finance Committee Meeting

November 19, 2014

Present:

Hank Stuart

Susan Keith

Excused Absence:

James G. Vazzana, Esq.

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr.	Assistant Secretary
Randy Sheppard	The Bonadio Group
Andy Moore	

Meeting was called to order at 10:02 am.

Appoint Chairperson to the Finance Committee

Administrative Director Giardino led the Committee in nominating a Committee Chairperson. Member Keith nominated Member Stuart. A motion was made to approve by Member Keith and seconded by Member Stuart. The motion passed 2-0.

Presentation: Financing ROC for the Future

Administrative Director Giardino presented a short power point to the Finance Committee with regards to Financing ROC for the future. The presentation served as a template for conversation that ensued among the committee members regarding future financing.

Other Business

Member Keith suggested that airport management move forward in working with an aviation consultant to explore future financing options and bring those to the committee. A motion was made to approve by Member Keith and seconded by Member Stuart.

Meeting was adjourned @ 10:47 AM

The next Finance Committee Meeting is January 21, 2015 at 10 am.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated:

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
November 19, 2014
10:45 a.m.**

- | | | |
|----|--|---------------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from September 24, 2014 | Perrone |
| 3. | Audit Entrance Presentation by Bonadio & Co, LLP | Shepard |
| 4. | Internal Audit Report | Marasco/Niles |
| 5. | Financial Reporting
Trial Balance at October 31, 2014
Budget to Actual at October 31, 2014 | Fedison |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Other Business | Perrone |
| 8. | Schedule of 2015 Audit Committee Meetings | Fedison |

Next meeting is January 21, 2015

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

November 19, 2014

Present:

John H. Perrone, Jr., Chairman

Hank Stuart

Hon. Anthony Daniele

Others Present:

Michael Giardino Administrative Director

Maryanne Fedison Assistant Treasurer

Donald L. Crumb, Jr., Esq. Assistant Secretary

Randy Sheppard The Bonadio Group

Tom Niles StoneBridge Business Partners

Andy Moore

Meeting was called to order by Chairman Perrone at 10:50 a.m.

Approval of the Minutes from September 24, 2014

A motion was made to approve by Member Stuart and seconded by Member Daniele. The motion passed unanimously 3-0.

Audit Entrance Presentation by Bonadio & Co, LLP

Mr. Randy Shepard provided the Audit committee with a pre-audit update and reviewed the scope of services: Financial Statement Audit of the Authority, Investment Compliance Report, Debt Compliance Report and Schedule of Passenger Facility Charges Cash Receipts and Disbursements. Mr. Sheppard discussed and defined the test scope, tolerable misstatement, adjustment scope and reminded the audit committee that they are key in the oversight process and could bring any committee observations regarding internal controls or areas of high risk to the attention of the external auditors. Mr. Sheppard concluded with the review of GASB changes/potential impacts to the Authority and the timeline of the external audit project. Conversation ensued with regards to the Authority as a component unit of the County.

Internal Audit Report

Mr. Tom Niles presented the internal audit report completed on Mapco Auto Parks cashiers and the Red Osier Concession. Both audits were completed with little to no deviations or reportable findings. Conversation ensued with regards to some procedural concerns and airport management will follow up with the concessionaires relative to those recommendations.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through October 31, 2014; cash is approximately \$27 million, revenues are comparable to 2013 down less than 1%, expenses are comparable to where they should be at this point in the year. Accounts receivable is \$1 Million; \$150,000 is in arrears of 30 days and legal is sending letters to remedy this account. Approximately 83% of the budget has been expensed at this point in the year. A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 3-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no new calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Schedule of 2015 Audit Committee Meetings

The Schedule of the 2015 Audit Committee Meetings was distributed to all committee members.

Meeting was adjourned @ 11:34 a.m.

The next Audit Committee Meeting is January 21, 2015 @ 11 am.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Donald L. Crumb, Jr." followed by a stylized flourish.

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated:

**Agenda
Monroe County Airport Authority
Governance Committee Meeting
November 19, 2014
11:30 a.m.**

- | | | |
|----|--|-------|
| 1. | Roll Call | Flynn |
| 2. | Approval of Minutes from March 26, 2014 Governance Committee Meeting | Flynn |
| 3. | Authorities Budget Office Policy Guidance Update | Crumb |
| 4. | Ethics Hotline Report | Crumb |
| 5. | New Business | Kaleh |
| 6. | Other Business | Flynn |
| 7. | Adjournment | Flynn |

Next Meeting is scheduled for March 25, 2015

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Governance Committee Meeting

November 19, 2014

Present:

R. Thomas Flynn, Chairman

James G. Vazzana, Esq.

Susan Keith

Hon. Cynthia Kaleh

Others Present:

Michael Giardino Administrative Director

Bob Franklin Treasurer

Maryanne Fedison Assistant Treasurer

Donald L. Crumb Jr. Assistant Secretary

Andy Moore

Meeting was called to order by the Chairman at 11:34 am.

Approval of the Minutes from March 26, 2014 Governance Committee Meeting

A motion was made to approve by Member Keith and seconded by Chairman Vazzana. The motion passed 3-0. Member Kaleh was not present at the time of the vote.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb presented a new policy regarding the Authorities Budget Office (ABO) guideline for Authorities that set up subsidiaries. Conversation ensued as to how the Monroe County Airport Authority does not set up subsidiaries so, this doesn't apply to the MCAA. However it was noted that anytime the ABO issues new policy guidance it is brought before the Governance Committee to review.

Ethics Hotline Report

Assistant Secretary Crumb reported that there were no calls to the Ethics hotline for the reporting period.

New Business

Member Kaleh made a recommendation to the board based on her review of Authorities Board law that the name of the lead auditor for the external audit be in documentation in the financial report. She continued that the committee should consider this transparency since the Authority has had the same audit firm for more than five years. The Authority Budget Office states that "A public authority may retain an independent audit firm for more than five years, but the firm must change the lead partner on the audit or the partner responsible for reviewing the audit at least once every five years. Member Kaleh would like this documented in the financial report in addition to the firm signature. Chairman Flynn stated that the governance committee could have another meeting to discuss and consider bringing an agenda item for the next meeting.

Other Business

No other business presented.

Meeting was adjourned @ 11:40 AM

The next Governance Committee Meeting is March 25, 2015.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Donald L. Crumb Jr.", followed by a large, stylized flourish.

Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated:

**Agenda
Monroe County Airport Authority
Regular Meeting
November 19, 2014**

- | | |
|---|-----------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from September 24, 2014 | Vazzana |
| 4. Treasurer's Report | Franklin |
| 5. Finance Committee Report | Committee Chair |
| 6. Audit Committee Report | Perrone |
| 7. Governance Committee Report | Flynn |
| 8. Approval and Adoption of the 2015 Rates and Charges at the Greater Rochester International Airport | Fedison |
| 9. Authorize Use of Appropriation from the Surplus Fund for the 2014 General Obligation Debt Payment relating to the Parking Garage Addition | Fedison |
| 10. Approve Reappropriation of Fund Equity for 2014 Expenditures from the MCAA Renewal & Replacement Fund | Fedison |
| 11. Authorize a contract for a car rental concession at the Greater Rochester International Airport | Giardino |
| 12. Authorize the Administrative Director to Execute a License Agreement with Societe Internationale de Telecommunications Aeronautiques ("SITA") for installation, use and maintenance of radio equipment | Giardino |
| 13. Approval and Adoption of Change in Shuttle Lot Parking Rates at the Greater Rochester International Airport | Giardino |
| 14. Authorize a Contract with Forum Communications to upgrade the Emergency Notification System for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 15. Authorize assignment of the lease agreement for Hotel Facility at the Greater Rochester International Airport with E.J. Delmonte Corporation to ROC Hotel Ventures LLC and the Approval of the Two (2) Five-Year Renewal Options of the Lease Agreement | Giardino |

- | | |
|--|----------|
| 16. Authorize Monroe County to Grant Easements to Rochester Gas & Electric Corporation for Property at 999 Beahan Road | Crumb |
| 17. Authorize Monroe County to Grant Easements to Rochester Gas & Electric Corporation for Property at 400 Fisher Road | Crumb |
| 18. Traffic Report | Haas |
| 19. Director's Report | Giardino |
| 20. Annual Board Evaluation | Crumb |
| 21. Schedule the dates for the 2015 Authority Meetings | Fedison |
| 22. Other Business | Vazzana |

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 19, 2014

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
John J. Perrone, Jr.
Susan Keith
Hank Stuart

Others Present:

Michael Giardino	Director of Aviation
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
David Haas	

Meeting was called to order by the Chairman @ 12:00 p.m.

Approval of the Minutes from September 24, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Treasurers Report

Assistant Treasurer Fedison reported that there are two (2) reports today to go before the Board. The statement for September & October 2014 for credit card usage by the Director had on it nine (9) charges for the reporting period and noted that there were two (2) refunds for business travel cancelled due to weather and a training overcharge that was corrected. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

Assistant Treasurer Fedison reported the travel and business expense statement for the period since September 2014. The statement for September - October 2014 had on it thirteen (13) expenses for the reporting period, the largest being Delta Air Lines and an AAAE workshop. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

A motion to accept both the credit card usage and report on travel and business expenses was moved by Member Kaleh and seconded by Member Daniele. The motions passed unanimously 7-0.

Finance Committee Report

Member Stuart reported that he was elected Chairperson of the Finance Committee at the earlier meeting and that the Finance Committee has recommended that Airport management hire a consultant to review future financing options for ROC. A motion to accept the recommendation was moved by Member Keith and Seconded by Member Perrone. The motion passed unanimously 7-0.

Audit Committee Report

Presented by Member Stuart.

Governance Committee Report

Presented by Member Flynn.

Approval and Adoption of the 2015 Rates and Charges at the Greater Rochester International Airport

Assistant Treasurer Fedison reported that airport management had recently met with the airline property managers to present the 2015 rates and charges for ROC and the airlines were satisfied with the results. Overall the majority rates at ROC have decreased or remained stable and Assistant Treasurer Fedison provided the G3 to the board. Conversation ensued with regards to the terminal rental rate per square foot. A motion to approve and adopt was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize Use of Appropriation from the Surplus Fund for the 2014 General Obligation Debt Payment relating to the Parking Garage Addition

Assistant Treasurer Fedison reported that with the 2013 Airline Use & Lease Agreement the Authority phased out the use of surplus funds to pay for the parking garage addition and shifted the costs to the airlines. The amount being proposed for use is \$288,844 or 25% of the GO debt payment. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Approve Reappropriation of Fund Equity for 2014 Expenditures from the MCAA Renewal & Replacement Fund

Assistant Treasurer Fedison reported that the renewal and replacement funds are money funded by the airlines for capital projects not funded by Federal or State dollars and that if Federal or State dollars come in later for a capital project that used renewal and replacement funds it is reapplied. The total budgeted amount for 2014 Renewal & Replacement has been spent and it is anticipated that the Parking Access and Revenue Control System (PARCS) is moving ahead of schedule and may require additional funds in 2014. The recommendation to move \$1 Million dollars from the balance in the Renewal & Replacement fund for this purpose was made and it was clarified that the Renewal & Replacement minimum budget level would be maintained after the reappropriation. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize a contract for a Car Rental Concession at the Greater Rochester International Airport

Director Giardino reported that a car rental tenant had moved to being an off-site car rental creating a vacant space in the terminal. A Request for Proposals was issued and one firm responded, SNORAC d/b/a Alamo to lease the vacant car rental space continuing the terms of the current car rental concession agreement. Director Giardino noted that this is additional revenue as the space was considered vacant during the process of developing the rates and charges recently. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize the Administrative Director to Execute a License Agreement with Societe Internationale de Telecommunications Aeronautiques ("SITA") for installation, use and maintenance of radio equipment

Director Giardino reported that this firm wants to lease available space in the terminal, standard landlord/tenant relationship and that airport management wishes to lease as much available space as possible. Conversation ensued as to the type of work the firm does which is radio maintenance work for the airlines. A motion to approve and adopt was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 7-0.

Approval and Adoption of Change in Shuttle Lot Parking Rates at the Greater Rochester International Airport

Director Giardino reported that shuttle parking rates were reviewed in comparison to airports along the thruway and airports of similar size and that ROC is the most competitively priced. Director Giardino reported that incremental adjustments to the shuttle parking rates has been employed in the past and that it is recommended that a seventy-five cent increase per day be considered which would generate an additional \$250,000 in parking revenue. Conversation ensued with regards to customer service and if incremental increases could occur in the future. Director Giardino stated that the board should reserve the right to consider parking rate reviews and incremental adjustments in the future and that the Parking Access and Revenue Control (PARCS) project should result in additional parking revenue as well. A motion to approve and adopt was moved by Member Flynn and seconded by Member Stuart. The motion passed unanimously 7-0.

Authorize a Contract with Forum Communications to upgrade the Emergency Notification System for the Monroe County Airport Authority at the Greater Rochester International Airport

Director Giardino reported that the Airport has an antiquated copper wire Emergency Notification System built in the '60's and that in compliance with procurement guidelines a Request for Proposals (RFP) was issued to upgrade the system. Four firms were solicited and one firm responded. Conversation ensued and it was discussed that the firm is from Richland, Texas. Chairman Vazzana temporarily stepped out of the board room during the vote, however upon returning indicated that he was voting in favor of the authorization and upgrade. A motion to approve and adopt was moved by Member Kaleh and seconded by Member Daniele. The motion passed unanimously 7-0.

Authorize Assignment of the Lease Agreement for Hotel Facility at the Greater Rochester International Airport with E. J. Delmonte Corporation to ROC Hotel Ventures LLC and the Approval of the Two (2) Five-Year Renewal Options of the Lease Agreement

Director Giardino reported that E.J. Delmonte Corporation who operates the Fairfield Inn contacted the airport about assigning their lease to ROC Hotel Ventures LLC. Airport management worked with legal to review the particulars of such assignment and no reason to deny the assignment was found. ROC Hotel Ventures LLC submitted a list of improvements of approximately \$900,000 that they plan to make to the property over the next eighteen (18) months and indicated they will be getting a twenty (20) year franchise agreement with Marriott. Conversation ensued with regards to the total length of the contract; it was discussed that no additional years are being added and that ROC Ventures LLC is assuming the same lease. A motion to approve and adopt was moved by Member Flynn and seconded by Member Daniele. The motion passed unanimously 7-0.

Authorize Monroe County to Grant Easements to Rochester Gas & Electric Corporation for Property at 999 Beahan Road

Assistant Secretary Crumb reported that upon reviewing easement requests from RG&E he noticed that two of the properties were that of the Authority hence bringing the authorization to grant the easements for purposes of cleaning lines and reducing vegetation to the board. A motion to approve and adopt was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 7-0.

Authorize Monroe County to Grant Easements to Rochester Gas & Electric Corporation for Property at 400 Fishers Road

Assistant Secretary Crumb reported that this was the same type of easement as the prior vote but for a different property. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas reported the year to date traffic activity through October 2014. Total enplanement activity for 2014 is 999,177 a decrease of 2.8% over the same ten month period as compared to 2013 at 1,028,019. Compared to the Thruway Airport enplanement activity: Buffalo enplanements are down 7%, Syracuse is down 0.2% and Albany has increased 0.7%. A stable load factor was noted with an average of approximately 81.8% for the year. Nationwide, load factor is at an all-high of 84-85% indicating full planes and less frequency of flights. Landing Weights and trips are down 2.5% and 7.7% respectively. Delta Air Lines has the largest passenger share of the market at ROC, 28.6% followed by Southwest 19.9% and United 19%. Average Departing Seats has shown similar decreasing trend compared to 2013 with approximately 3,900 seats/day during September and October 2014. Mr. Haas concluded noting some fleet changes with Southwest using the B-737-800 for some Orlando service adding more seats per day and Delta Air Lines having acquired the former AirTran Airways B-717's and working those additional seats into their schedules.

Director's Report

Director Giardino reported that the board's thoughts and prayers are with the family of Treasurer Merideth Smith, Esq., whose husband passed away this week.

Director Giardino stated that he and staff had visited the New York Aviation District Office (NYADO) on Tuesday to discuss 2014 projects completed and 2015 projects anticipated. One project, Taxiway E wasn't scheduled for completion until 2015 and it appeared that it was ahead of schedule to be completed in 2014; however the weather was

uncooperative for the planned dates, so Taxiway E will return to being completed in 2015. Director Giardino said that there were fifteen or so projects that were discussed with the NYADO, how to use Airport Improvement money to do so and received guidance from the NYADO on environmental and grant procedures. The message from the NYADO was to complete those procedures early so as they allocate money it can be executed towards commencing those projects. Overall, the NYADO meeting was a success and the Federal Aviation Administration (FAA) staff is supportive of the ROC efforts.

Director Giardino asked the board to hold the date of Thursday, December 18th from 12 noon – 2pm in the International Arrivals Hall for the purposes of the Airport Authority Open House.

Annual Board Evaluation

Assistant Secretary Crumb distributed the Annual Board Evaluation and requested that all evaluations be mailed no later than thirty (30) days from today's meeting to Mr. Crumb's attention using the stamped envelope provided.

Other Business

No other business was presented.

Schedule the Dates for the 2015 Authority Meetings

Assistant Treasurer Fedison provided the 2015 meeting dates for the MCAA Board Meetings to all board members.

Meeting was adjourned @ 12:50 p.m.

The next Board Meeting is January 21, 2015 @ 12 noon.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.
Secretary

Dated: 11 - 24 - 14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 22 OF 2014

**APPROVAL AND ADOPTION OF THE 2015 RATES AND CHARGES AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2015 Rates and Charges at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11-19-14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 23 OF 2014

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2014
GENERAL OBLIGATION DEBT PAYMENT RELATING TO THE PARKING GARAGE
ADDITION**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$288,844 from the Surplus Fund for payment of the 2014 General Obligation debt payment, principal and interest, relating to the Parking Garage Addition project.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11 - 19 - 14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 24 of 2014

**APPROVE REAPPROPRIATION OF FUND EQUITY FOR 2014
EXPENDITURES FROM THE MONROE COUNTY AIRPORT AUTHORITY
RENEWAL AND REPLACEMENT FUND**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves the Reappropriation of Fund Equity for 2014 Expenditures from the Monroe County Airport Authority Renewal and Replacement Fund up to the amount of \$1,000,000.

Section 2. The Treasurer or his designee is hereby authorized to make the necessary transfer within the 2014 Authority Budget.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11 - 19 - 14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 25 of 2014

AUTHORIZE A CONTRACT FOR A CAR RENTAL CONCESSION AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport.

Section 2. SNORAC, LLC d/b/a Alamo Rent A Car was the sole response to a Request for Proposals (RFP) issued by the Monroe County Airport Authority. The contract provides the following:

- A. A concession fee which is the greater of either:
 - (1) Percentage rent of ten percent (10%) of the Concessionaire's Gross Receipts ("percentage concession fee");
 - OR
 - (2) A minimum guarantee of 205,987.64 with SNORAC, LLC d/b/a Alamo Rent A Car for the ten (10) month term.
- B. Counter and Office Space Rent – Counter and Office Space rent shall be calculated at seventy five dollars (\$75.00) per square foot. The Concessionaire shall pay \$3,243.75 per month based upon Concessionaire's space.
- C. Ready/Return Block Rent – The Concessionaire shall pay monthly to the Authority for its Ready/Return Block #5: \$3,166.67 per month.
- D. A ten (10) month term fulfilling the remainder of the current car rental concession agreement commencing December 1, 2014 and expiring September 30, 2015.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither SNORAC, LLC d/b/a Alamo Rent A Car nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11-19-14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 26 OF 2014

**AUTHORIZE LICENSE AGREEMENT WITH SOCIETE INTERNATIONALE DE
TELECOMMUNICATIONS AERONAUTIQUES (SITA) TO UTILIZE THE PREMISES ON
THE FIRST FLOOR AIRPORT MAIN TERMINAL FOR THE INSTALLATION, USE AND
MAINTENANCE OF RADIO EQUIPMENT**

WHEREAS, the Greater Rochester International Airport (ROC) is located at 1200 Brooks Avenue and has space available for sublease.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a license agreement with Societe Internationale de Telecommunications Aeronautiques (SITA) for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Societe Internationale de Telecommunications Aeronautiques (SITA) will utilize approximately 144 square feet of space located on the first floor of the main terminal of the Airport for installation, use and maintenance of radio equipment and agrees to pay \$150 per month commencing November 1, 2014 on a month to month tenancy.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Societe Internationale de Telecommunications Aeronautiques (SITA) nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11 - 19 - 14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 27 OF 2014

**APPROVAL AND ADOPTION OF CHANGE IN SHUTTLE LOT PARKING RATES AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the
changes to parking rates as follows:

A. Rate Changes, effective January 1, 2015, are as follows:

(1) Increase daily maximum rate by \$0.75 in the Red, White, and Blue Shuttle
Lots (Off-Airport Shuttle Lots) from \$6.25 to \$7.00;

(2) Increase daily maximum rate by \$0.75 in the Yellow Shuttle Lot
(On-Airport Shuttle Lot) from \$6.75 to \$7.50;

B. All other parking rates remain unchanged.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11-19-14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 28 of 2014

**AUTHORIZE A CONTRACT WITH FORUM COMMUNICATIONS TO UPGRADE THE
EMERGENCY NOTIFICATION SYSTEM FOR THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Forum Communications to upgrade the Emergency Notification System at the Greater Rochester International Airport (the "Airport").

Section 2. Forum Communications was the sole response to a Request for Proposals (RFP) issued by the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms.

Section 3. Funding for the emergency notification system upgrade at the airport is included in the Monroe County Airport Authority Annual Budget, established and approved by the Monroe County Airport Authority.

Section 4. The records in the Office of the Monroe County Treasury have indicated that the principal officers of Forum Communications do not owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11 - 19 - 14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 29 OF 2014

AUTHORIZE ASSIGNMENT OF THE LEASE AGREEMENT FOR HOTEL FACILITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT WITH E.J. DELMONTE CORPORATION TO ROC HOTEL VENTURES LLC AND THE APPROVAL OF THE TWO (2) FIVE-YEAR RENEWAL OPTIONS OF THE LEASE AGREEMENT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the Lease Agreement for Hotel Facility at the Greater Rochester International Airport (the "Lease Agreement") with E.J. Delmonte Corporation to ROC Hotel Ventures LLC once the Administrative Director receives a fully executed assignment between the parties which meets the terms and conditions for assignment approval as explicitly set forth in Article 27 of the Lease Agreement.

Section 2. The Administrative Director is hereby authorized to approve, on behalf of the Monroe County Airport Authority, the request for the exercise of the two (2) five-year renewal terms of the Lease Agreement, once the Administrative Director is satisfied the conditions set forth in Article 2(B) of the Lease Agreement have been met.

Section 3. All terms and conditions of the Lease Agreement remain the same.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither ROC Hotel Ventures LLC nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11-19-14


Donald L. Crumb, Jr., Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 30 of 2014

AUTHORIZE MONROE COUNTY TO GRANT EASEMENTS TO ROCHESTER GAS & ELECTRIC CORPORATION FOR THE PROPERTY KNOWN AS 999 BEAHAN ROAD, TOWN OF CHILI, MONROE COUNTY, STATE OF NEW YORK

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to grant a temporary and permanent easement to Rochester Gas and Electric Corporation, a New York Corporation, 89 East Avenue, Rochester, New York, for vegetation management at the following premises:

*Property known as 999 Beahan Road, Town of Chili,
Monroe County, State of New York*

Section 2. Grantee shall have the right to enter upon the premises of Grantor and utilize the same, whenever necessary or convenient for the exercise of the rights and privileges granted by said easement and the terms and conditions stated therein.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Rochester Gas & Electric Corporation nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11 - 19 - 14


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 31 of 2014

AUTHORIZE MONROE COUNTY TO GRANT EASEMENTS TO ROCHESTER GAS & ELECTRIC CORPORATION FOR THE PROPERTY KNOWN AS 400 FISHER ROAD, TOWN OF CHILI, MONROE COUNTY, STATE OF NEW YORK

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to grant a temporary and permanent easement to Rochester Gas and Electric Corporation, a New York Corporation, 89 East Avenue, Rochester, New York, for vegetation management at the following premises:

*Property known as 400 Fisher Road, Town of Chili,
Monroe County, State of New York*

Section 2. Grantee shall have the right to enter upon the premises of Grantor and utilize the same, whenever necessary or convenient for the exercise of the rights and privileges granted by said easement and the terms and conditions stated therein.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Rochester Gas & Electric Corporation nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: November 19, 2014

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 19, 2014.

Dated: 11-19-14


Donald L. Crumb, Jr., Esq., Assistant Secretary

**SCHEDULE OF 2015 MONROE COUNTY
AIRPORT AUTHORITY COMMITTEE MEETINGS**

Listed below are the dates of the bi-monthly meetings of the Monroe County Airport Authority for 2015. The meetings are generally scheduled for the third Wednesday of every other month, with the exception of those dates marked by an asterisk (*), at 12:00 p.m. at the Greater Rochester International Airport Administration Office.

January 21, 2015	Annual Ethics Training
*March 25, 2015	Annual Meeting and Regular Meeting
May 20, 2015	
July 15, 2015	
*September 23, 2015	
November 18, 2015	

Please mark your calendars accordingly. You will be notified in advance of any changes to this schedule.